DD/A 76-0647

OC-M-76-087

11 FEB 1976

MEMORANDUM FOR: Chief, Communications Engineering
Chief of Operations, OC
Chief, Communications Services
Chief, Communications Security Staff, OC
Chief, [   ]   STAT
Direct[   ]

SUBJECT   : DD/A Publication - EXCHANGE

1. The Directorate for Administration is sponsoring a
publication called EXCHANGE. The purpose of the magazine, which
will be published quarterly beginning 1 April 1976, is to provide
a forum for the exchange of ideas for all offices of the DD/A.
The format consists of a number of sections not all of which will
be used each time. Some of these sections are:

COMMENT-   Remarks of senior officials.

FORUM-   Articles contributed from DD/A offices on
                   subjects of common concern or subjects
                   that are instructional and informative.

DEFINITION-   Description of commonly seen but not always
                   understood initials and acronyms; i.e. SLUC,
                   MODE, [   ]

EVENTS-   Reports on current happenings such as inter-
                   office seminars.

INNOVATION-   New ideas developed by one office which may
                   have application to other offices.

FEED-BACK-   Serves a "Letter-to-the-Editor" function.

STATINTL

2. The Managing Editor is [   ] Chief, Plans Staff,
DD/A. The OC representative is [   ] OC-P&B.

3. OC has innumberable topics which would be suitable for
publication in EXCHANGE. A few are listed on the attachment. You
undoubtedly have many more that you would like to see in print. We
ask for your contributions. They should be written in simple,
direct, non-technical language. They should identify people or money
or things where these resources are factors. (How many people, for
example, are aware that it costs $50.00 just to move a telephone
extension from one desk to another.) Although some articles might

SUBJECT: DD/A Publication - Exchange

merit lengthy treatment, most should be handled in less than 1000 words.

4. Contributions for the first publication need to be in the hands of the editor by 1 March 1976. I encourage OC participation in this DD/A initiative. Please submit your signed contributions to OC-P&B by 26 February.

STATINTL

Director of Communications

Attachment:
    List of Possible Subjects for OC Articles
        in EXCHANGE

Distribution:
    1 - Each Addressee
    1 - Managing Editor, EXCHANGE

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